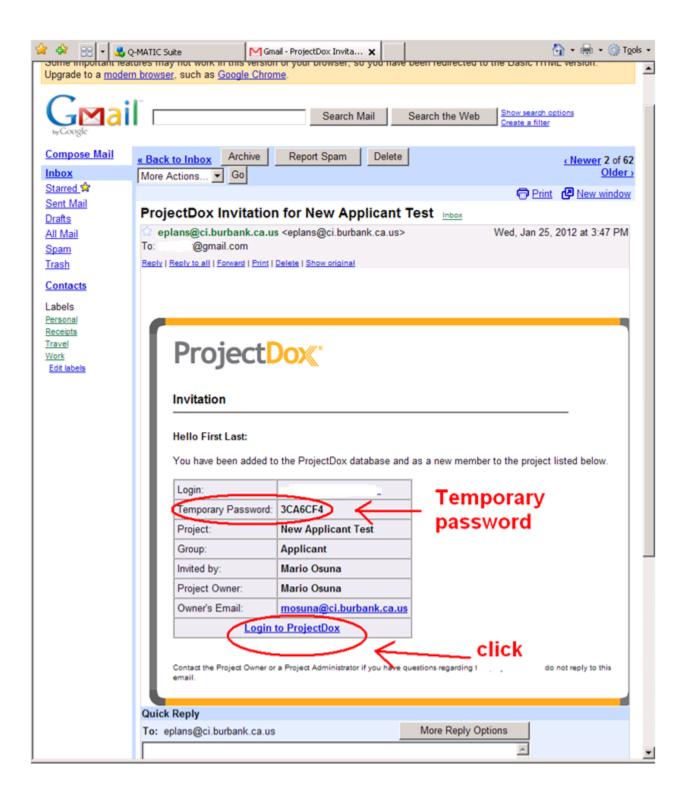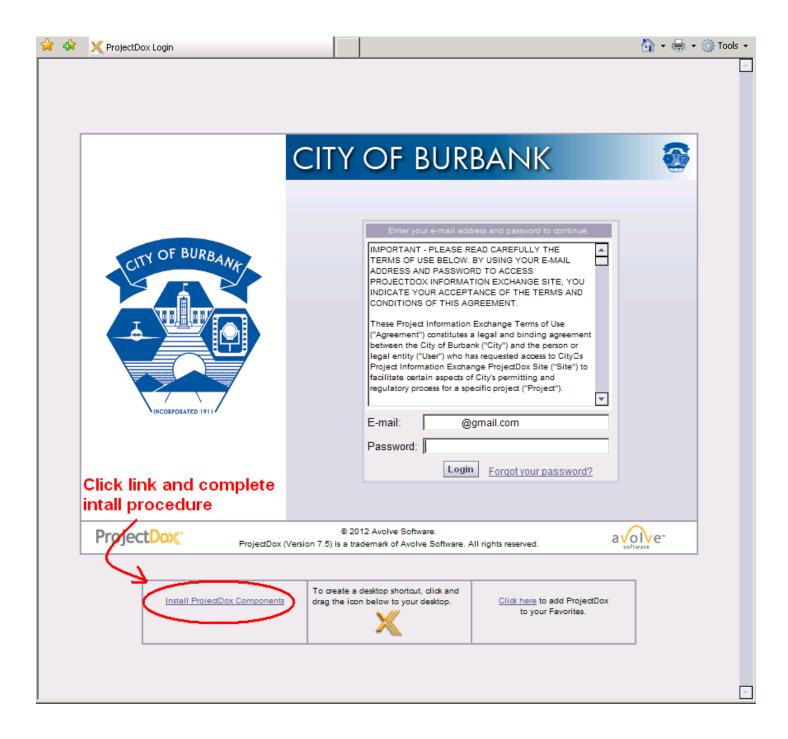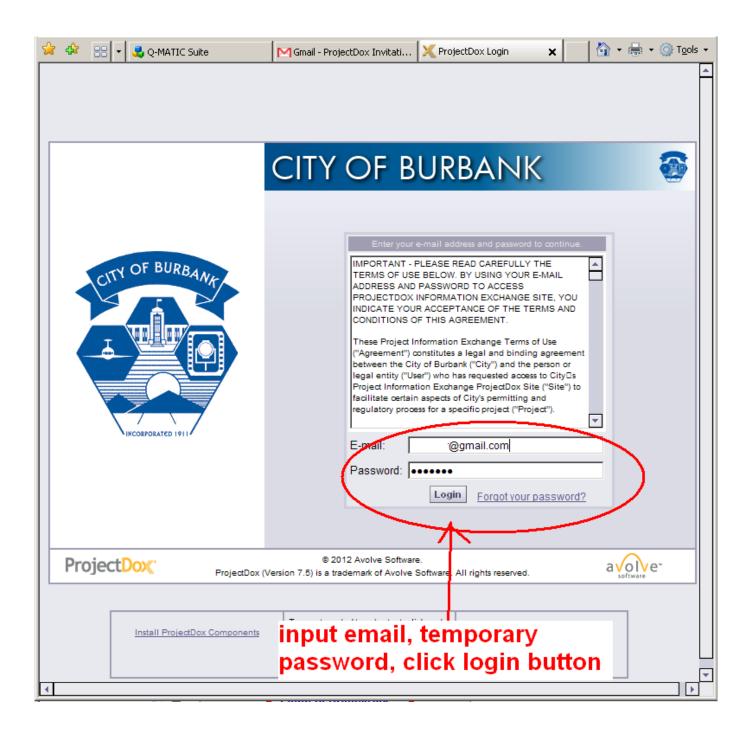Step 1. You will receive an invitation email with a temporary password. Click on the "Login to ProjectDox" link.
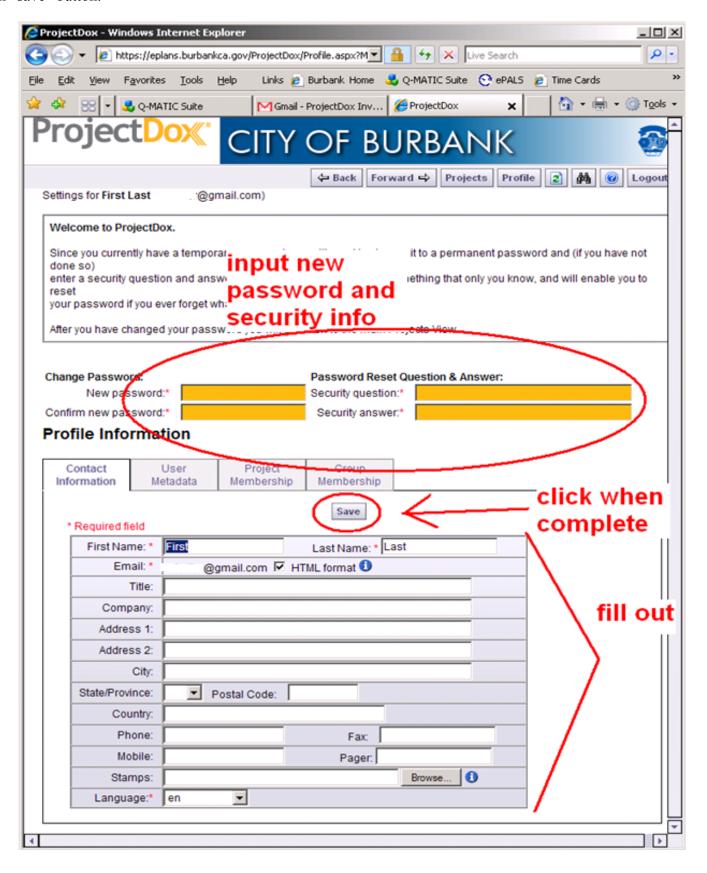
Step 2: You will get a pop-window taking you to the ProjectDox login page. Before attempting to log on, click on the "Install ProjectDox Components" link and complete the installation procedure.
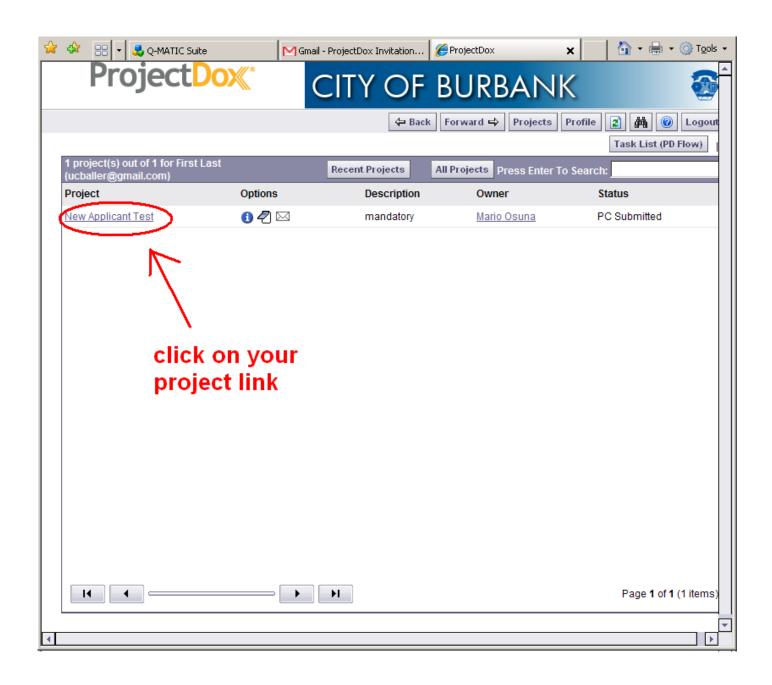
Step 3. Input your email address and the temporary password that was emailed to you, then click "Login" button.
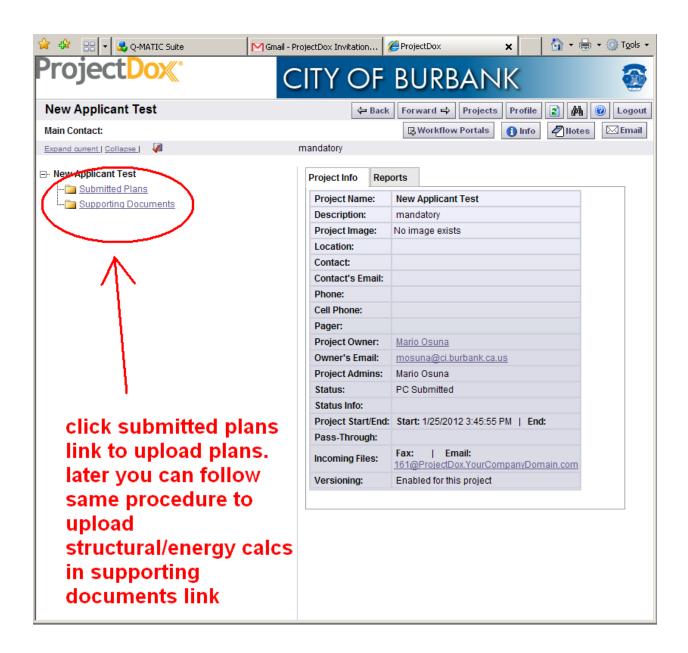
Step 4. Chose a new password and a password-recovery question and answer. Input personal details, then click on "save" button.
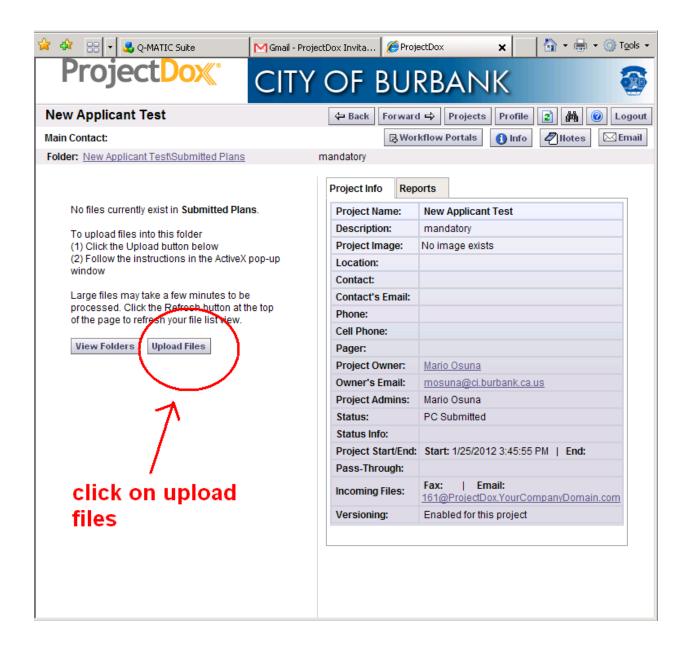
Step 5. Click on your project's link. Your project's name will usually be the address of the project location followed by the permit number.
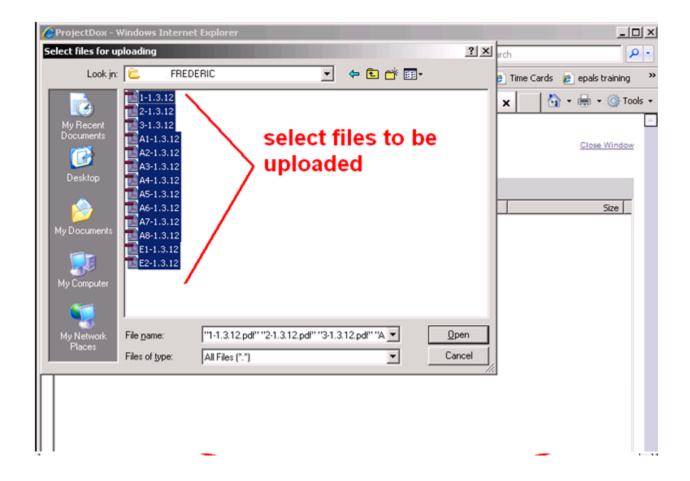
Step 6. To upload plans files, click on the "Submitted Plans" link. To upload structural calculations, energy calculations, school board receipts, or proof of Health Department approval, click on "Supporting Documents" link. Both processes will be identical, we will continue the process for plan submittal.
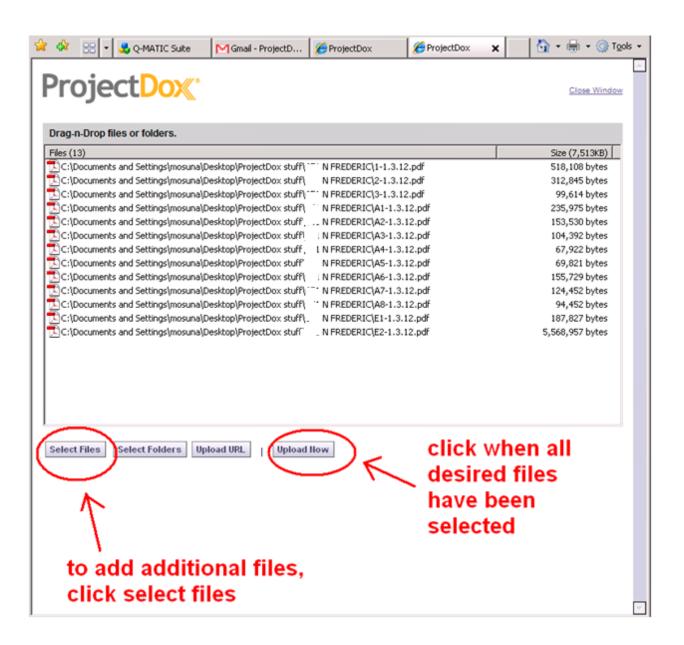
Step 7. Click on "Upload Files" button.
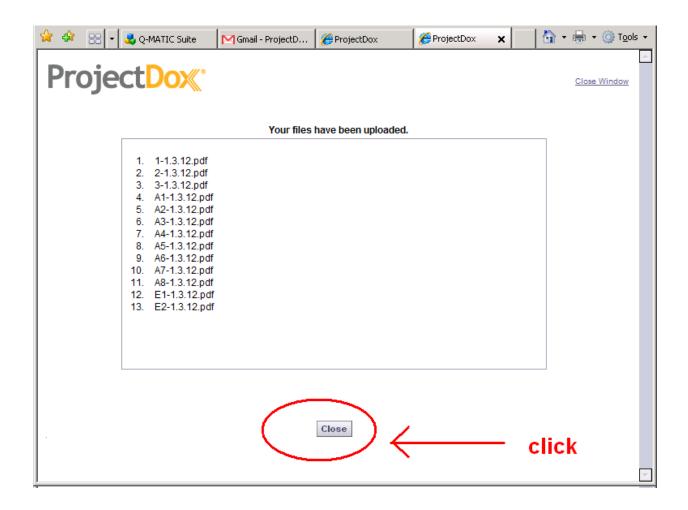

click on upload files

Step 8. You will get a pop-up window where you will select the files from your computer that you would like to upload. Select the files, you can select multiple files at once. Click on "Open" button.

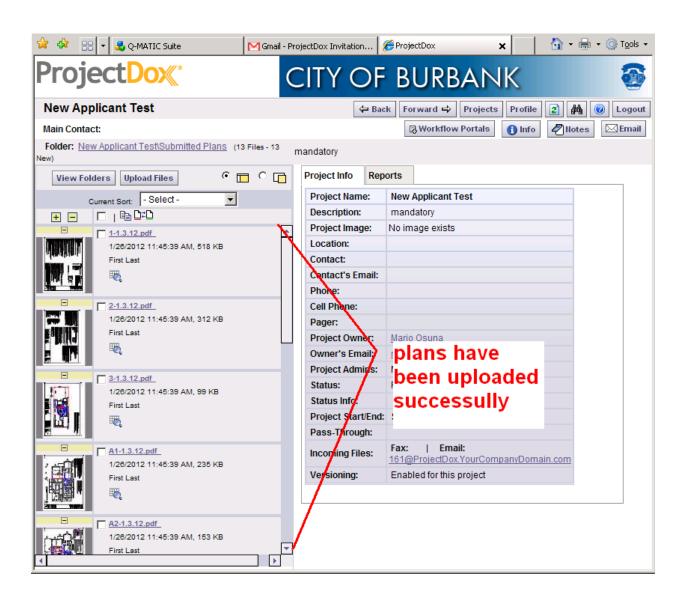Step 9. You will get a pop-up window displaying all the files you have queued to be uploaded. If you would like to add more files to the list, click on the "Select Files" button. Once you have selected all the files you wish to upload, click on the "Upload Now" button.
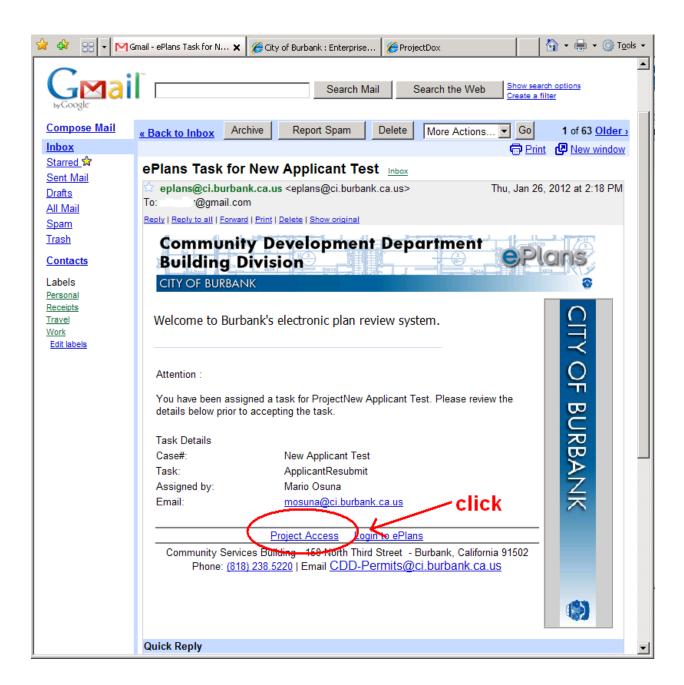
Step 10. You will get a pop-up window with a list of drawings that were successfully uploaded. Click on the "Close" button.

Step 11. The pop-up window will close and your project page will be updated showing thumbnails of the files you have uploaded. You are done with the first step. You will wait for an email from eplans confirming that the first plan review is complete, our estimate is about 2 weeks for the first round of plan review.
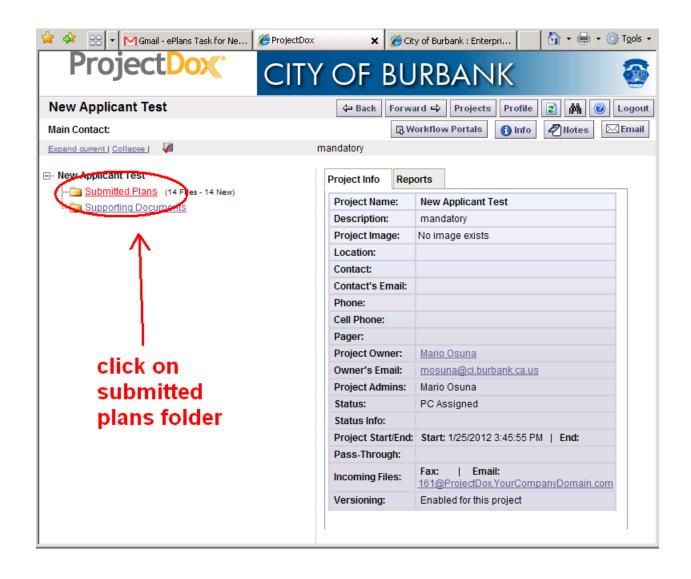
Step 12. Once you receive the notification email confirming the first plan review is complete, click on the "Project Access" link.
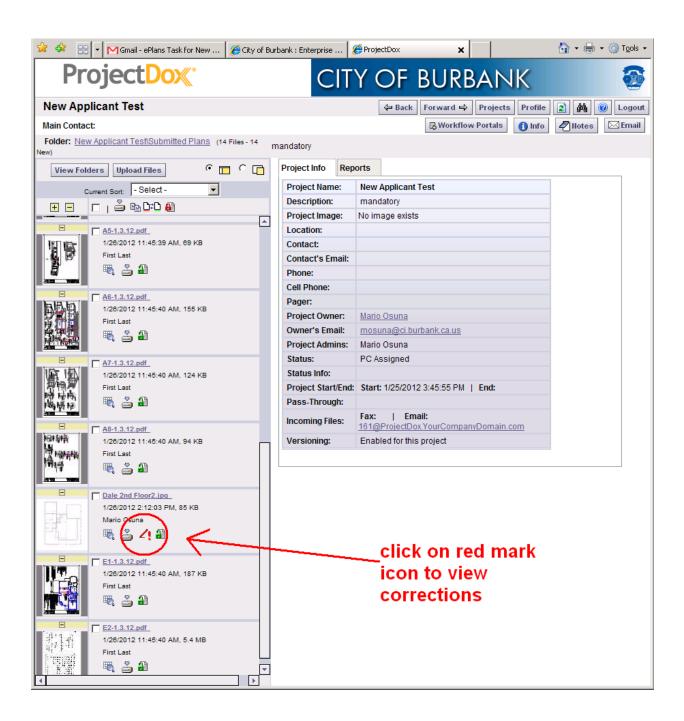
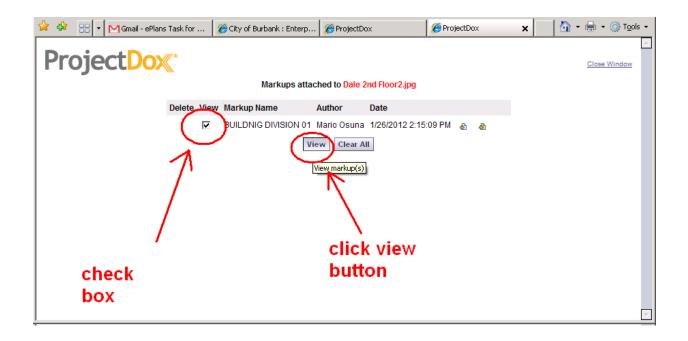Step 13. Log in by entering your email address and the new password that you selected in Step 2.

Step 14. Click on the "Submitted Plans" link.

Step 15. Scroll through the thumbnail list of plans. Plans that have been marked with corrections will have a red pencil/exclamation mark icon underneath them. Click on the red pencil/exclamation mark icons to view the corrections.

Step 16. You will get a pop-up window showing a list of the correction markups made and by who they were made. Check the "View" box and click the "View" button for the corresponding correction markup you would like to view. You can view multiple correction markups simultaneously.

Step 17. You plan with markups will appear either in the viewing pane within your project's page or as a pop-up window. Yo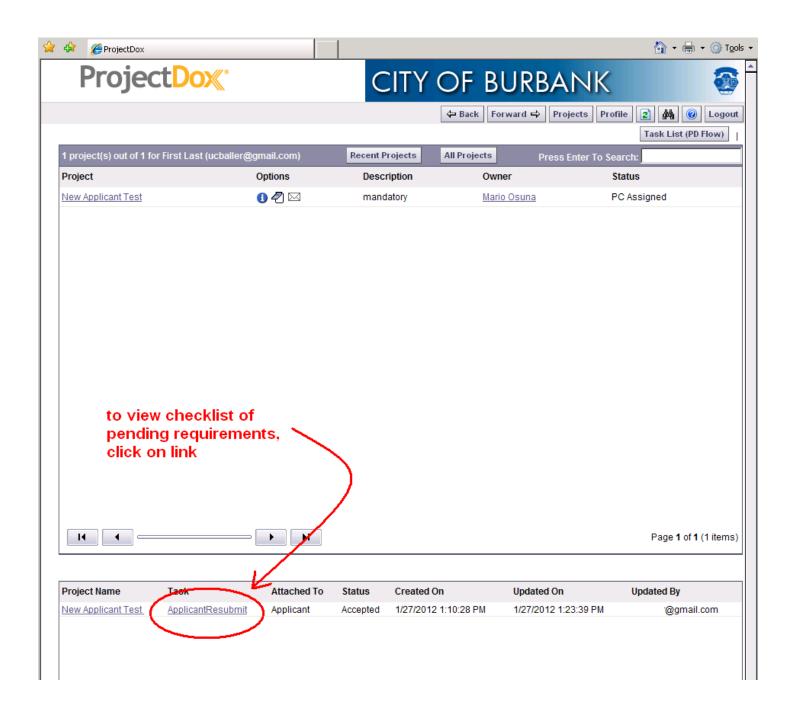u can select which method you would view your plan's markups by clicking on either or the 2 options on the top left side. You can rotate drawings by clicking on the 90° icon on the bottom left side. To view a detailed description of each markup, click on the markup name on the top pane of the left column. A more detailed explanation of the markup will appear on the bottom pane of the left column.

Step 18. To view a checklist of conditions that have not been met, click on the "Applicant/Resubmit" link.
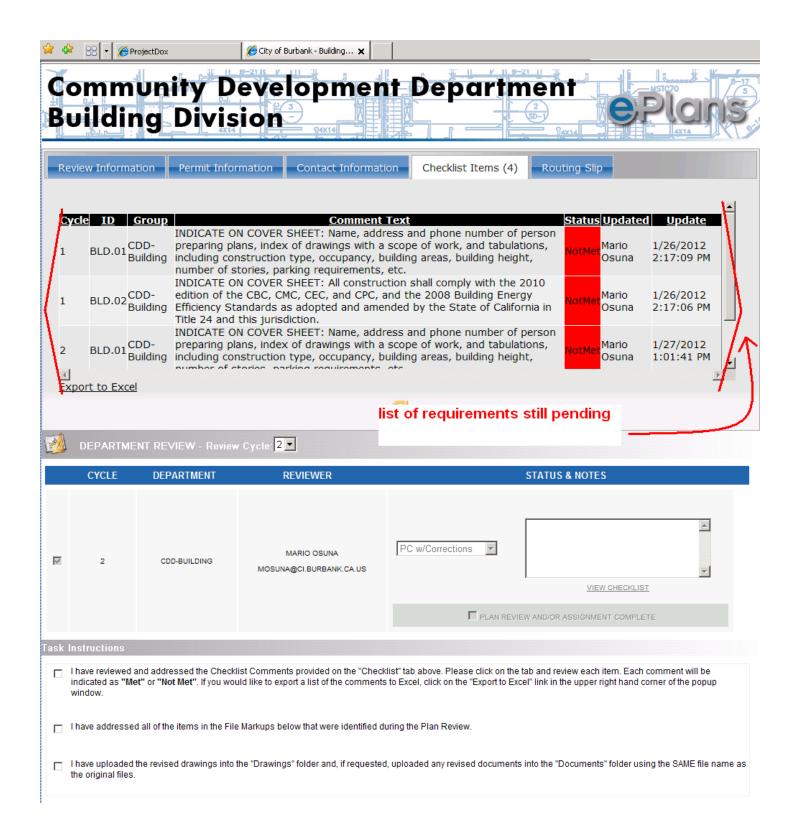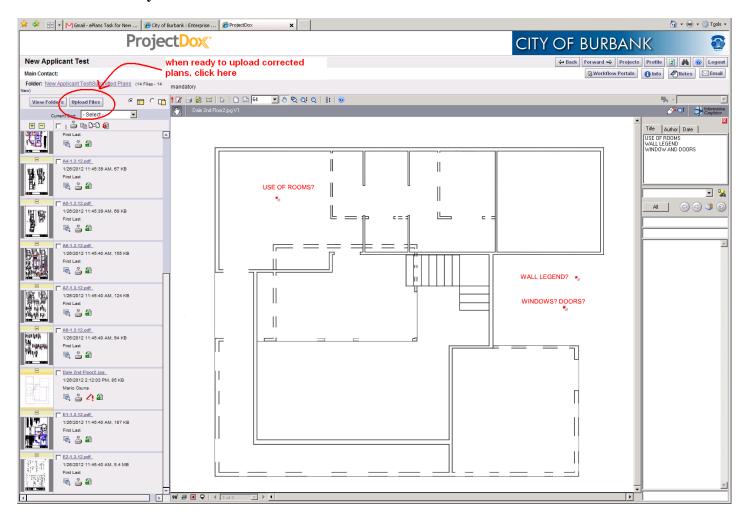
Step 19. Click on the "Checklist Items" tab.

Step 20. You will see a list of requirement, their status, and the author of the requirement. You can close the this window once you are done reading the list.

Step 21. Once you have made the corrections to your drawings and are ready to resubmit new plans, click on the "Upload Files" button on the top left side. You will follow the same procedure to upload drawings as in Steps 7-9. **It is very important to name new plan files the exact same name as the original plan file it will be replacing. The system will automatically create a version 2 of that file, which will greatly reduce the time we can review your resubmittal.**

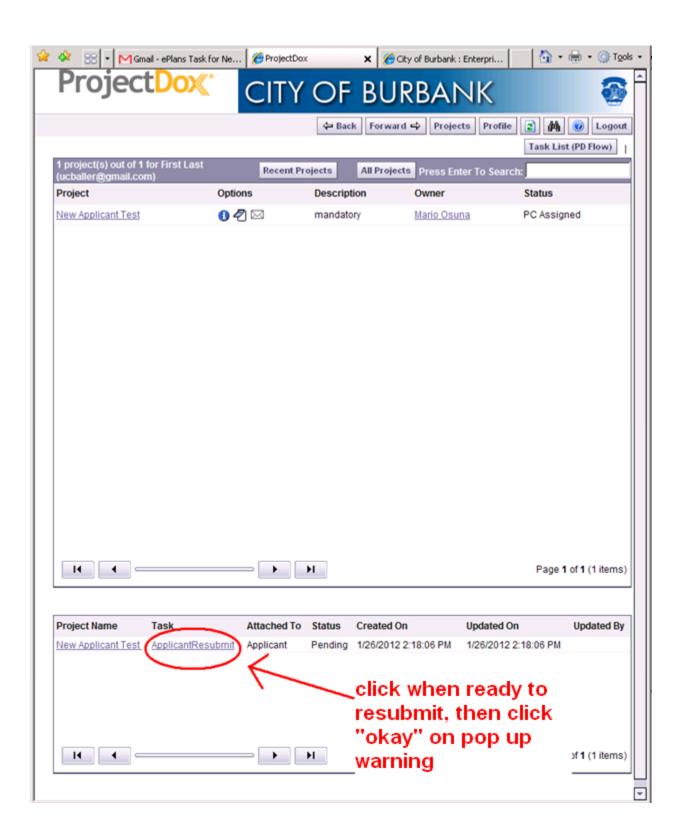Step 22. New uploaded files with the same name as the original file will be versioned automatically and have a "V2" next the file name. This is optimal. When you are finished uploading your second submittal of plans, click on the "Projects" button.

click Projects button when done uploading new plan files

new uploaded files with same name as original file will be versioned automatically and have a "V2" next to the name

Step 23. When you are finished uploading your plan files for resubmittal, click on the "ApplicantResubmit" link at the bottom pane of your project's page.

click when ready to resubmit, then click "okay" on pop up warning

Step 24. You will get a pop-up window. Check off the 3 boxes at bottom left of page and click "Complete" button to formally resubmit your second plan submittal. You are done with the second plan submittal process. You will wait for another email alerting you wether or not your plans are approved or if there will be a need for a third plan review resubmittal. If there is need for another resubmittal, you will follow the same procedure as for the second resubmittal.